



## **State of Maine IT Staff Augmentation Services Contract**



## **Hiring Manager Training Guide**

**CAI /Maine Confidential**



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# LOGIN INFORMATION

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This training guide details the Peopleclick tool and how it's used to procure and manage IT resources under the Maine IT Staff Augmentation contract. It covers various stages of the requisitioning process, including:

- Tool navigation
- Requirement creation and approval
- Candidate review and selection
- Timesheet approval
- Engagement evaluation

Please feel free to use this page to record your personalized login information.

## Peopleclick Login Information

**URL:** https://vms.peopleclick.com

**User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Org ID:** i3820



# NAVIGATING THROUGH THE TOOL

This section provides you with a high-level overview of Peopleclick.

## Login

- Open internet browser
- Enter appropriate URL
- Enter Login Information

**Please note:** When you enter the site for the first time, you will need to sign-off on a Software Service Agreement. After your initial log-in, you will not need to do this again.

The screenshot shows the Peopleclick VMS login interface. At the top right, a link reads "Forgot My Password/Reset Password". Below this, a text box states: "If you can't remember your password, click [here](#) to have Peopleclick send you a new password via email. Please be sure to check your Spam filter, as the password may get help up there." The main login area features the Peopleclick VMS logo on the left and a form on the right. The form has three fields: "User Name:" with the value "mainehm1", "Password:" with masked characters, and "Organization ID:" with masked characters. A "Login" button is at the bottom of the form. An annotation box "Enter your login info here." points to all three input fields. Below the login form, four separate annotation boxes point to links in the footer: "Click [here](#) for login assistance and who to contact if you have questions.", "Click [here](#) to view Peopleclick specs.", "Click [here](#) to view Peopleclick Service Agreement.", and "Click [here](#) to access the Peopleclick homepage." The footer itself contains the links "Help | About | Services Agreement | Peopleclick®" and copyright information: "System Status/News", "Peopleclick® VMS", and "© 2009 Peopleclick, Inc. All Rights Reserved."



## View Application Tabs

The following image points out the five tabs that allow you to navigate through the site. These five tabs are as follows:

- My Peopleclick
- Requirements
- Candidates
- Time/Expenses
- Admin

The screenshot displays the FullServiceMSP dashboard. At the top, there are five navigation tabs: 'User Dashboard', 'View and search all reqs', 'View and search all candidates', 'Time and Expense Approval', and 'Perform administrative duties'. Below these, a horizontal menu contains five tabs: 'My Peopleclick', 'Requirements', 'Candidates', 'Time/Expenses', and 'Admin'. The 'My Peopleclick' tab is selected. The dashboard content includes a welcome message, a help desk contact link, and two main sections: 'My Active Items' and 'Items Pending My Approval or Action'. The 'My Active Items' section lists: 'My Requirements Pending Approval (2)', 'Active Requirements (1)', 'New Candidates (0)', 'Active Candidates (3)', and 'Engaged Candidates (1)'. The 'Items Pending My Approval or Action' section lists: 'Requirements (0)', 'Engagements (0)', 'Timesheets (1)', and 'Expense Reports (1)'. On the right, there is a 'Graphs at a Glance' section with a dropdown menu set to 'Engagements Expiring in 15-Days'. Below this is a bar chart showing data for the years 2012, 2013, 2014, and 2015. The chart shows a general downward trend in engagements over the four-year period. A message 'There is no data to display.' is overlaid on the chart area.

The following pages detail each tab.



## My Peopleclick Tab

This tab enables you to perform the following tasks:

- View or edit your user information
- Enter a new requirement
- Access your active items
- Access items pending your approval
- List candidates or requirements that meet the criteria you select via global searches
- Request Reports

The screenshot shows the Peopleclick VMS client portal interface. The browser address bar displays <https://vms.demo.peopleclick.com/clientportal.aspx>. The page header includes the 'FullServiceMSP' logo and navigation tabs: 'My Peopleclick', 'Requirements', 'Candidates', 'Time/Expenses', and 'Admin'. A welcome message states: 'Welcome to the IT Staff Augmentation Contract Website'. A user notification bar indicates 'Maine Hiring1, Last Login:06/07/10 11:56 AM: View | Edit'. The main content area is divided into two sections: 'My Active Items' and 'Items Pending My Approval or Action'. The 'My Active Items' section lists 'My Requirements Pending Approval' (2), 'Active Requirements' (0), 'New Candidates' (0), 'Active Candidates' (0), and 'Engaged Candidates' (1). Annotations point to these items with instructions: 'View your reqs. that need approved.', 'View your open reqs.', and 'View candidates that have been forwarded for your consideration.'. The 'Items Pending My Approval or Action' section lists 'Requirements' (0), 'Engagements' (0), 'Timesheets' (1), and 'Expense Reports' (1). Annotations point to these items with instructions: 'View reqs. that need your approval.', 'View timesheets and expenses that need your approval.', and 'View candidates engaged against your reqs.'. A 'Quick Search' box at the bottom allows searching for 'All Active Candidates - With My User ID' and 'All Active Requirements - With My User ID'. An annotation points to this box with the instruction: 'Use this feature to perform global candidate and req. searches'. A 'Graphs at a Glance' section on the right shows a bar chart titled 'Engagements Expiring in 15-Days' with the message 'There is no data to display.'. A 'Log out of the system' link is in the top right corner. A 'Consult on-line help' link is in the bottom left corner. A 'Will not use.' annotation points to the 'Engagements' section.



## Requirements Tab

This tab displays the list of open requirements that you have created. You can search for requirements by using the **Search** feature and then select a specific requirement.

**Requirement Summary**

Search Filter: All Requirements

Title	Req. ID	Status	Class	# Opn	# Sub	Req. Created	Reports To	Region
Programmer 1	27802	Pend Apr	SC1	1	0	06/02/10 02:45 PM	Hiring1, Maine	State of Maine
<a href="#">[ Requirement Detail ]</a> <a href="#">[ Candidate Summary ]</a>								
Programmer 1	27801	Draft	SC1	1	0	06/02/10 02:38 PM	Hiring1, Maine	State of Maine
<a href="#">[ Requirement Detail ]</a> <a href="#">[ Candidate Summary ]</a>								
Programmer 1	27794	Pend Apr	SC1	1	0	06/01/10 07:02 PM	Hiring1, Maine	State of Maine
<a href="#">[ Requirement Detail ]</a> <a href="#">[ Candidate Summary ]</a>								
Programmer 1	27793	Draft	SC1	1	0	06/01/10 03:07 PM	Hiring1, Maine	State of Maine
<a href="#">[ Requirement Detail ]</a> <a href="#">[ Candidate Summary ]</a>								
DOT - Programmer 1	27788	Filled	SC1	1	1	05/28/10 10:29 AM	Hiring1, Maine	State of Maine
<a href="#">[ Requirement Detail ]</a> <a href="#">[ Candidate Summary ]</a>								
Programmer 1			SC1	1	0	05/28/10 09:45 AM	Leiby, Linda	State of Maine
<a href="#">[ Requirement Detail ]</a> <a href="#">[ Candidate Summary ]</a>								

## Candidates Tab

This tab displays a list of candidates who have been screened by your CAI Account Manager and have been submitted against your requirements. You can search for candidates by using the **Search** features and then select a specific candidate.

**Candidate Summary**

Search Filter: All Active Candidates - With My User ID

Req. Title	Req. ID	Req. Status	Candidate	CandStatus	Rate	CandCreated	Vendor
DOT - Programmer 1	27840	Open	Fred Worker	Active	\$0.00 USD	06/09/10 10:43 AM	
<a href="#">[ Candidate Detail ]</a> <a href="#">[ View Resume/CV ]</a> <a href="#">[ Req. Info ]</a> <a href="#">[ Interview ]</a> <a href="#">[ Reject ]</a> <a href="#">[ Request Engagement ]</a>							
DOT - Programmer 1	27840	Open	Sally Candidate	Active	\$0.00 USD	06/09/10 10:39 AM	
<a href="#">[ Candidate Detail ]</a> <a href="#">[ View Resume/CV ]</a> <a href="#">[ Req. Info ]</a> <a href="#">[ Interview ]</a> <a href="#">[ Reject ]</a> <a href="#">[ Request Engagement ]</a>							
DOT - Programmer 1	27840	Open	Sandy Programmer	Active	\$0.00 USD	06/09/10 10:22 AM	
<a href="#">[ Candidate Detail ]</a> <a href="#">[ View Resume/CV ]</a> <a href="#">[ Req. Info ]</a> <a href="#">[ Interview ]</a> <a href="#">[ Reject ]</a> <a href="#">[ Request Engagement ]</a>							

Record Range (begin/end): 1 - 3 Total Records: 3  
Page 1 Total Pages: 1

- candidate is a possible duplicate



## Time/Expenses Tab

This tab displays a list of engaged candidates' timesheets or expenses for which you have approval authority as well as a list of your engaged candidates who have not entered weekly timesheets for their engagement. You may approve timesheets without seeing the timesheet, or you can access the actual timesheet to get specifics of submitted time.

## Admin Tab

This tab displays your organization's information. The information is viewable by all; however it can only be edited by those with Admin authority.





# REQUIREMENT ENTRY PROCESS

The Maine IT Staff Augmentation Services contract brings a uniformed ordering process to all agencies through the Managed Service Provider, Computer Aid, Inc. The following pages detail the workflow Hiring Managers must follow in order to fulfill a requirement under this contract.

## Initiate a New Requirement

After discussing the need with the CAI Account Manager and all appropriate internal users, you will need to enter your requirement into Peopleclick. **Please note:** Before entering the requirement, you will need the delivery order number generated through AdvantageME.

Click here on the "Create a New Requirement" icon (piece of paper with a plus sign)

Computer Aid, Inc.  
**FullServiceMSP**  
The Right Staff, the Right Skills, Right Now.

My Peopleclick | Requirements | Candidates | Time/Expenses | Admin

Welcome to the IT Staff Augmentation Contract Website

Maine Hiring1, Last Login:06/08/10 03:59 PM; View | Edit

If you experience any problems or have any questions about this website, please contact the help desk at Maine\_Help@Compaid.com or call 1-800-635-5138.

**My Active Items**

My Requirements Pending Approval	(2)
Active Requirements	(0)
New Candidates	(0)
Active Candidates	(0)
Engaged Candidates	(1)

**Items Pending My Approval or Action**

Requirements	(0)
Engagements	(0)
Timesheets	(1)
Expense Reports	(1)

**Quick Search**

Candidates  
All Active Candidates - With My User ID

Requirements  
All Active Requirements - With My User ID

**Graphs at a Glance**

Engagements Expiring in 15-Days

There is no data to display.



## Select Requirement Class

There are four levels to a requirement class that must be selected when creating your requirement. **Please note:** These levels help to determine the rate.

- Job Title
- Experience Level
- Economic Area
- Skill Category

Requirement Class Summary

Client Region: State of Maine

Select a Requirement Class to create a requirement:

State of Maine

- Programmer (PR1)
- A1

Select the **Job Title** for your req.

Select the **Experience Level** for your req.

Select the **Economic Area** for your req.  
Please note: This will always be **A1**.

Req Class Dc	Req Class ID	Select	View
SC1	21840	<input type="radio"/>	<a href="#">details</a>
SC2	21848	<input type="radio"/>	<a href="#">details</a>
SC3	21849	<input type="radio"/>	<a href="#">details</a>

Select **Skill Category (SC)**. Please consult your **Skill Category Matrix** for assistance.

Record Range (begin/end): 1 - 3 Total Records: 3  
Page 1 Total Pages: 1



## Enter Requirement Details

After you select the requirement class, the **Requirement Detail** page appears. Some information is pre-populated depending on the template for each Requirement Class.

**Requirement Class Information**  
The default requirement class values have been copied to this requirement.  
Full Req. Class: PRO : PR1 : A1 : 5  
Requirement Class: [change]  
Use default values from req class template [checked]  
If you would like to select a different req. class, click here.

**Requirement Details**  
Title/Role: DOT - Programmer 1  
No. of Openings: 1  
No. Filled: 0  
Start Date: 07/01/10  
End Date: 12/31/10  
No New Submittals After: 06/20/10  
Enter your title for this req. Please be sure to include agency name in the beginning.  
Enter appropriate date information for assignment.

**Requirement Rate Information**  
Bill Range: from \$39.75 USD to \$39.75 USD Per hour  
Do Not Allow Submission Above Maximum Bill Rate [checked]  
This field will automatically populate with bill rate associated with this req. job title, experience level, and skill category. This can't be changed.

**Budget Information**  
Hourly High Bill Rate: \$39.75 USD  
Current Budget: \$41794.34 USD  
Click here to start the calculation process. Type in Hourly Rate, Hours per day, and days per week. Hit Save.  
Click here to calculate proposed budget. If necessary, change number of hours or budget amount. Hit Save.

**Requirement Description**  
Engagement Type: [checked] contract  
Short Description: The Programmer is responsible for analysis, design, coding, component and assembly testing of all application code owned by the Application Team.  
Complete Description: The Programmer is responsible for analysis, design, coding, component and assembly testing of all application code owned by the Application Team. Programmers typically are involved in maintenance (including production support), enhancement and development work. Programmers have a range of skills and knowledge of the  
Please make sure this box is checked.  
Delete the pre-filled info and enter high-level overview of the assignment.  
Delete pre-filled info and enter specific assignment details. This should describe a day in the life of person working in this position.

**Required/Desired Skills**  
Skill | Required/Desired | Amount of Experience  
VB.net | Required | 1 Years  
SQL Server | Required | 1 Years  
SQL Server 2008 | Highly desired | 1 Years  
Experience with Transportation projects | Highly desired | 6 Months  
Note if the skill is required or desired and the amount of experience you are seeking.

**Questions For Requirement**  
Add Question  
If you would like, you can ask free-form questions that the vendor/candidate must answer. Please note: You can ask as many questions as you would like.

**Compliance Items**  
This section contains tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process.

Group Name	Item	Due	Owner	Global	Attch.	Remove
Global Screening Criteria	Criminal Background Check	Before Engagement	Vendor	Yes		

**Contact Information**  
Client Contact: Maine Hiring1  
Req. Owner: Maine Hiring1  
Reports To: Maine Hiring1  
Each candidate must pass a criminal background check prior to their assignment start date. If you require any additional screening, be sure to talk to your CAI Account Manager before entering the req.



**Compliance Items**

This section contains tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process.

Group Name	Item	Due	Owner	Global	Attch.	Remove
Global Screening Criteria	Criminal Background Check	Before Engagement				

**Contact Information**

Client Contact:  Req. Owner:   
Reports To:

**Client Information**

Instructions: **Displays current contacts for req.**

\* Work Location:  \* Cost Center:   
Project:   
\* Delivery Order Number:  Worksite:   
\* Expenses Allowed:  \* Apply Offsite Charge:   
Selected Candidate/Vendor:  \* SLA Exempt:   
\* Priority:  \* Account Manager:

**Change Tracking**

Created By User:  Created Date:   
Last Change User:  Last Change Date:

**Entry Instructions**

Please review all information prior to submittal. Any changes after submittal must be handled by your designated CAI representative.

**Contact Selection Screen**

To locate appropriate Contact for 'Client Contact', 'Reports To', and/or 'Req. Owner', utilize keyword search by Last or First name or by navigating through paginated links. Click radio button to make your selection. Click Update when finished.

Last Name  starts with   **Use Search feature to find additional contacts.**

**Selected Contacts**

User Name	Email	Work Phone	Dept	State	Client Contact	Req Owner	Reports To
Maine Hiring1	a@a.com				<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Maine Hiring1	a@a.com				<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Maine Hiring1	a@a.com				<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

**All Contacts**

User Name	Email	Work Phone	Dept	State	Client Contact	Req Owner	Reports To
Maine Hiring1	a@a.com				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brad Holland	Brad_holland@compaid.com				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Brad Holland	Brad_holland@compaid.com				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Linda Leiby	Linda_Leiby@compaid.com				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Annotations:**

- Click here to change requirement contacts, if necessary. Please note: All three fields default to the person submitting the req.
- Once you have made contact changes, click here to Save
- Use Search feature to find additional contacts.
- If you would like to change a particular contact, click on the corresponding radio button.

**Client Information**

Instructions: **Click here to select State of Maine. When pop-up appears, click on A1, click the radio button for State of Maine, and click Save.**

\* Work Location:  \* Cost Center:  **Click here to choose the Agency. When the pop-up window appears, click the radio button for the Agency, and click Save.**

Project:  **This field is not mandatory.**

\* Delivery Order Number:  **You must supply this.**

\* Expenses Allowed:  **Denote whether or not the candidate can submit and be reimbursed for expenses.**

Worksite Address:  **Enter physical address for assignment.**

\* Apply Offsite Charge:  **Denote whether or not work will be performed at agency location.**

Selected Candidate/Vendor:  \* SLA Exempt:  **Do not change these fields. If necessary, they will be changed by CAI Account Manager.**

\* Priority:  **Normal: 3 resumes in 3 business days. Urgent: 3 resumes in 2 business days.**

\* Interview Type:  **Denote the type of interview required (in-person or if phone is permissible).**

\* Account Manager:

**Change Tracking**

Created By User:  Created Date:   
Last Change User:  Last Change Date:

**Entry Instructions**

Please review all information prior to submittal. Any changes after submittal must be handled by your designated CAI representative.

**Annotations:**

- Denote if you want work to be performed by certain person or vendor.
- Click here once you have filled in all required fields. Remember to be as detailed as possible.
- Click here if you are not ready to submit.
- Click here to erase your req. and start over.



Once you submit the requirement to open status, the **Approval Request** page must be completed next. Once you have entered the necessary justification for entering this requirement and click the Submit button, the requirement will go to the approver for sign-off.

**Internal Approval Request - New Requirement**

Client Name: State of Maine  
Requirement Title: DOT - Programmer 1

**Instructions:**  
Enter the justification for this position. *Please note that this section will be populated with more specific info on what is needed for your req. to be approved.*

Maine Approver:   
Agency Approver: *This denotes who will be approving your req.*

**Justification**  
\*Comment: I have supplied all the information asked of me in the Instructions section above. Please approve.

**Submit** **Cancel**

**Current Attachments** [Add Attachment](#) *Click here to add Justification Attachments.*

File Type	Description	File Name	Created Date
[Previous][Next]			
Record Range (begin/end):1-1 Total Records:0			

*Once you have provided the necessary information, click **here**, and the req. will go to the next approver for sign-off.*



# APPROVING A REQUIREMENT

At a minimum, all requirements will be reviewed and approved by the designated CAI Account Manager who will do a final review of the requirement to ensure it is clear and complete before sending it to the vendor network.

If you are designated as an approver, you will receive an email notification from Peopleclick informing you a requirement has been sent to you for approval. Within the email, you can click on the link that will take you directly to the requirement that requires your approval. You can also access the requirement by navigating through the web-based work request tool in the following manner.

The screenshot shows the Peopleclick web interface. The top navigation bar includes 'My Peopleclick', 'Requirements', 'Candidates', 'Time', and 'Admin'. The main content area is divided into several sections:

- My Active Items:** A list of items with counts in parentheses: 'My Requirements Pending Approval (0)', 'Active Requirements (0)', 'New Candidates (0)', 'Active Candidates (0)', and 'Engaged Candidates (0)'.
- Items Pending My Approval or Action:** A list of items with counts: 'Requirements (1)', 'Engagements (0)', and 'Timesheets (0)'. A callout box points to the 'Requirements' link with the text 'Click here to view the req. that needs your approval.'
- Quick Search:** A section with dropdown menus for 'Candidates' (set to 'All Active Candidates - With My User ID') and 'Requirements' (set to 'All Active Requirements - With My User ID').
- Graphs at a Glance:** A section titled 'Engagements Expiring in 15-Days' showing a bar chart. A message states 'There is no data to display.'

The screenshot shows the 'Requirement Summary' section of the Peopleclick web interface. It includes a search filter dropdown set to 'All Requirements Pend. My Approval' and a table of requirements.

Title	Req. ID	Status	Class	# Opn	# Sub.	Req. Created	Reports To	Region
DOT - Programmer 1	27840	Pend Apr	SC1	1	0	06/09/10 04:09 AM	Hiring1, Maine	State of Maine

Below the table, there are links: '[ Requirement Detail ]' and '[ Candidate Summary ]'. A callout box points to the 'Requirement Detail' link with the text 'Click here to view the req. details.'

At the bottom right, it says: 'Record Range (begin/end): 1 - 1 Total Records: 1' and 'Page 1 Total Pages: 1'.



Once you have reviewed the information, scroll to the **Approval** section, as illustrated below.

Contact Information

Client Contact: Maine Hiring1 Req. Owner: Maine Hiring1  
Reports To: Maine Hiring1

Client Information

Work Location: State of Maine Cost Center: 17A - DOT  
Project: Drivers Licensing  
Delivery Order Number: DO12345  
Worksite Address: 123 Maine St.  
Expenses Allowed: Yes  
Apply Offsite Charge: No  
Selected Candidate/Vendor:  
SLA Exempt: No1  
Priority: Normal  
Account Manager: Ellen Sigl

Submit Approval

Instructions: Review the details of the requirement prior to approval.  
Justification : I have supplied all the information asked of me in the Instructions section above. Please approve.  
\*Approval: ☐ Approve ☐ Do not approve  
Approver Comments:  

Submit

Click **Approve** or **Do Not Approve** and hit **Submit**. Please be sure to include comments if you are not approving the requirement. That way, the person that submitted the requirement will know your reasoning for not approving and can work to correct the issue.

Approval Summary

Date	Name	Level	Status	Comments
06/09/10 05:01 AM	Maine Hiring1	Hiring Manager	Submitted - Client Approval	I have supplied all the information asked of me in the Instructions section above. Please approve.
	Maine Approver1	Agency Approver	Next Approver	

Change Tracking

Created By User: Maine Hiring1 Created Date: 06/09/10  
Last Change User: Maine Hiring1 Last Change Date: 06/09/10

[ Candidate Summary ]  
[ Edit Requirement ] [ Copy Requirement ] [ Requirement Settings ]  
[ Attachments ] [ Comments ] [ Vendor List ]

If the Requirement is rejected at any point in the approval chain, the Hiring Manager will be sent an email indicating the rejection at which point the Hiring Manager may make corrections to the requirement and resubmit for approvals.

If the Requirement is approved, it will go onto the next approver in the approval chain. The process will continue until the final review is completed by the CAI Account Manager. At that point, the Requirement will be sent to the vendor network for candidate submission.



## CANDIDATE SELECTION PROCESS

The CAI Account Manager is responsible for screening the vendor network's candidates that are submitted against your requirement. The CAI Account Manager will examine the information provided for each candidate and review the score that has been calculated by the candidate responses in the **Required/Desired** section of Peopleclick. In addition, the CAI Account Manager will compare the responses against the resume. If the CAI Account Manager feels the candidate has the necessary skills, a screening call will be done. During this call, the CAI Account Manager will validate the candidate's qualifications. If, after speaking to the candidate, the CAI Account Manager feels the candidate is a potential match for the position, the candidate will be forwarded to the Hiring Manager for consideration via the web-based work request tool.

When the candidate is forwarded, the Hiring Manager will receive an automatic email notification from Peopleclick. Within the email, you can click on a link that will take you directly to the candidate's detail page. You can also access all candidates forwarded against your requirement by navigating through Peopleclick in the following manner.

The screenshot displays the FullServiceMSP web application interface. At the top, there is a navigation bar with tabs for "My Peopleclick", "Requirements", "Candidates", "Time/Expenses", and "Admin". Below the navigation bar, a welcome message reads: "Welcome to the IT Staff Augmentation Contract Website". A status bar at the top right indicates "Maine Hiring1, Last Login:06/09/10 10:59 AM; View | Edit".

The main content area is divided into several sections:

- My Active Items:** A list of items with counts in parentheses:
  - My Requirements Pending Approval (2)
  - Active Requirements (1) - A callout box points to this item with the text: "Click here to view candidates submitted to your req."
  - New Candidates (0)
  - Active Candidates (3)
  - Engaged Candidates (1)
- Items Pending My Approval or Action:** A list of items with counts in parentheses:
  - Requirements (0)
  - Engagements (0)
  - Timesheets (1)
  - Expense Reports (1)
- Quick Search:** A search box with two dropdown menus:
  - Candidates: "All Active Candidates - With My User ID"
  - Requirements: "All Active Requirements - With My User ID"
- Graphs at a Glance:** A section titled "Engagements Expiring in 15-Days" with a bar chart. The chart shows data for the years 2002, 2003, 2004, and 2005. The y-axis is labeled "Projects" and ranges from 0 to 100. The x-axis is labeled "Year". The chart shows a general upward trend in projects over the years. A message "There is no data to display." is overlaid on the chart.





**My Peopleclick** Requirements Candidates Time/Expenses Admin

**Quick Search**  
Req. ID:   
Title:   
Advanced...

**Requirement Summary**  
Search Filter: All Active Requirements - With My User ID [ More Detail ]  

Title	Req. ID	Status	Class	# Opn	# Sub.	Req. Created	Reports To	Region
DOT - Programmer 1	27840	Open	SC1	1	3	06/09/10 04:09 AM	Hiring1, Maine	State of Maine

Click here to view candidates submitted against a specific req.

Record Range (begin/end): 1 - 1 Total Records: 1  
Page 1 Total Pages: 1

**My Peopleclick** Requirements Candidates Time/Expenses Admin

**Quick Search**  
Cand. ID:   
SSN/Tax ID/ SIN:   
Last Name:   
Req. ID: 27840  
Advanced...

**Candidate Summary**  
Search Filter: Custom Search Filter [ More Detail ]  

Req. Title	Req. ID	Req. Status	Candidate	CandStatus	Rate	CandCreated	Vendor
DOT - Programmer 1	27840	Open	Fred Worker	Active	\$0.00 USD	06/09/10 10:43 AM	
[ Candidate Detail ] [ View Resume/CV ] [ Req. Info ] [ Interview ] [ Reject ] [ Request Engagement ]							
DOT - Programmer 1	27840	Open	Sally Candidate	Active	\$0.00 USD	06/09/10 10:39 AM	
[ Candidate Detail ] [ View Resume/CV ] [ Req. Info ] [ Interview ] [ Reject ] [ Request Engagement ]							
DOT - Programmer 1	27840	Open	Sandy Programmer	Active	\$0.00 USD	06/09/10 10:22 AM	
[ Candidate Detail ] [ View Resume/CV ] [ Req. Info ] [ Interview ] [ Reject ] [ Request Engagement ]							

Record Range (begin/end): 1 - 3 Total Records: 3  
Page 1 Total Pages: 1

- candidate is a possible duplicate



The **More Detail** functionality allows you to see their summary of quals and their experience with **Required/Desired Skills**

Computer Aid, Inc. **FullServiceMSP**  
The Right Staff, the Right Skills, Right Now.

My Peopleclick Requirements **Candidates** Time/Expenses Admin

Quick Search  
Cand. ID:   
SSN/Tax ID/ SIN:   
Last Name:   
Req. ID: 27840  
Advanced...

**Candidate Summary**  
Search Filter: Custom Search Filter [Less Detail]

Req. Title	Req.ID / Rank	Req.Status	Candidate	CandStatus	Rate	DesiredEmployment	CandCreated	Vendor
DOT - Programmer 1	27840	Open	Fred Worker	Active	\$0.00 USD	Contract	06/09/10 10:43 AM	
Summary: Fred retired from the State of Maine in 2007. He went back to school and learned .net								
VB.net		(Required, 1 Years)	● (Meets 1 Years)					
SQL Server		(Required, 1 Years)	● (Meets 1 Years)					
SQL Server 2008		(Highly desired, 1 Years)	● (Meets 1 Years)					
Experience with transportation projects		(Highly desired, 6 Months)	● (Not at all )					
Composite Score:		91%						
[ Candidate Detail ] [ View Resume/CV ] [ Req. Info ] [ Interview ] [ Reject ] [ Request Engagement ]								
DOT - Programmer 1	27840	Open	Sally Candidate	Active	\$0.00 USD	Contract	06/09/10 10:39 AM	
Summary: Sally has previous programming experience at Maine DOT.								
VB.net		(Required, 1 Years)	● (Exceeds 2 Years)					
SQL Server		(Required, 1 Years)	● (Exceeds 2 Years)					
SQL Server 2008		(Highly desired, 1 Years)	● (Meets 1 Years)					
Experience with transportation projects		(Highly desired, 6 Months)	● (Meets 6 Months)					
Composite Score:		113%						
[ Candidate Detail ] [ View Resume/CV ] [ Req. Info ] [ Interview ] [ Reject ] [ Request Engagement ]								
DOT - Programmer 1	27840	Open	Sandy Programmer	Active	\$0.00 USD	Contract	06/09/10 10:22 AM	
Summary: Sandy is an experienced .net programmer.								
On this page, you can also take the following actions: 1. View detailed candidate info ( <b>Candidate Detail</b> ) 2. View resume and/or other candidate attachments ( <b>View Resume / CV</b> ) 3. Request more info from the vendor/candidate ( <b>Req. Info</b> ) 4. Request that the CAI Account Manager coordinate interview ( <b>Interview</b> ) 5. Remove candidate from consideration ( <b>Reject</b> ) 6. Inform CAI that you have selected candidate ( <b>Request Engagement</b> )								
[ Candidate Detail ] [ View Resume/CV ] [ Req. Info ] [ Interview ] [ Reject ] [ Request Engagement ]								

Each candidate is given a score based on their responses to the **Required/Desired Skills**

## Review Candidate Detail Screen

The Hiring Manager can see detailed information on a candidate, including the following:

- Availability
- Summary of qualifications
- Skills
- Previous work experience
- Resume and other attachments

The following page is an example of the **Candidate Detail** page.



Computer Aid, Inc.  
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My Peopleclick

Requirements

Candidates

Time/Expenses

Admin

Edit Candidate

Resume/Attachments

Request Information

Request Interview

Forward Candidate

Reject Candidate

Request Engagement

Candidate Status:  
Active

Duplicate Status:  
Possible Dupe

View Duplicates

Candidate Screened: Yes  
Screened Date: 06/09/10 10:58 AM

Deployable Rating:  
10 - Best

Update

Candidate Employment Information

Candidate Comments

Internal Comments

Candidate Details

Requirement

Requirement Title: DOT - Programmer 1

Client Name: State of Maine

Candidate Name: Sally Candidate

[ edit ]

Instructions

Default candidate submit message

Candidate Details

Candidate Name: Sally Candidate

Email Address: a@a.com

Vendor Candidate Status: Available

Engagement Type: Contract

Sys. Candidate ID: 22687

Availability: Immediately

Summary of Qualifications: Sally has previous programming experience at Maine DOT.

Interview Date:

Interviewed By:

Requirement Details And Candidate Match

Skill	Required Desired	Amount of Experience	Candidate Response	Candidate Experience
VB.net	Required	1 Years	Exceeds	2 Years
SQL Server	Required	1 Years	Exceeds	2 Years
SQL Server 2008	Highly desired	1 Years	Meets	1 Years
Experience with transportation projects	Highly desired	6 Months	Meets	6 Months

Global Candidate Requirements

No global requirements found.

Compliance Items

This section contains tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process.

Group Name	Item	Due	Owner	Global	Status	Attch.	Details
Global Screening Criteria				Yes			
	Criminal Background Check	Before Engagement	Vendor		Not Started		[ Details ]

Questions For Requirement

No Questions For Requirement Found

Client Defined Fields

Candidate Phone Number: 555-555-1212

Round Forwarded (CAI Use Only): 1

Is Candidate a State of Maine Retiree?: No

Candidate Employment Information

Is Candidate currently employed by Vendor: Yes

Is/will be paid employee/W2 to Vendor: Yes

Candidate Employer If subcontracted to Vendor:

Independent Contractor: No

Incorporated, 1099/Self-Employed Or N/A: N/A

Was candidate ever contracted/employed by client: Yes

Previous employment type: Temporary

When did the last employment end?: 12/31/2009 12:00 AM

Why did the last employment end?: Engagement Fulfilled

Details of previous contract/employment at client: Sally worked on Licensing website project.

Candidate Rate Settings

Payment Basis : Per Hour

Candidate Rates

Rule Name	Bill Rate
Rate	\$0.00 USD

Current Attachments

File Type	Description	File Name	Created Date
Resume/CV	Sally Candidate Resume	ME Resume Template.doc	06/09/2010 10:47 AM

[Previous][Next]

Record Range (begin/end):1-1 Total Records:1

Maine IT Staff Augmentation Services Contract  
Hiring Manager Training Guide  
**CAI /Maine Confidential**

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From the **Candidate Detail** page, the Hiring Manager can do the following:

- View a candidate's resume and/or additional documents attached to the submittal
- Request additional information about the candidate
- Request an interview with the candidate
- Reject the candidate
- Request that the candidate be engaged

The following pages describe these actions in greater detail.

## View Resume/Attachments

The **Resumes/Attachments** option enables you to view the resume of the candidate as well as any other attachments associated with the candidate.

The screenshot displays the FullServiceMSP interface. The top navigation bar includes 'My PeopleClick', 'Requirements', 'Candidates', 'Time/Expenses', and 'Admin'. The left sidebar contains options like 'Edit Candidate', 'Resume/Attachments', 'Request Information', 'Request Interview', 'Forward Candidate', 'Reject Candidate', and 'Request Engagement'. The main content area shows the 'Candidate Detail' page for 'DOT - Programmer 1' at 'State of Maine'. The 'Attachments' tab is selected, showing a table of current attachments. A callout box points to the 'ME Resume Template.doc' file, stating 'Click here to view resume and/or other attachments associated with the candidate.' Below the attachments table, there is a 'Skill' section with a table of requirements.

File Type	Description	File Name	Created Date
Resume/CV	Sally Candidate Resume	ME Resume Template.doc	06/09/2010 10:47 AM

  

Skill	Required	1 Years	Exceeds	2 Years
VB.net				
SQL Server	Required	1 Years	Exceeds	2 Years
SQL Server 2008	Highly desired	1 Years	Meets	1 Years
Experience with transportation projects	Highly desired	6 Months	Meets	6 Months



## Request Information

The **Request Information** option enables you to request additional information about the candidate. You just need to note the additional information needed in Peopleclick, and the CAI Account Manager will work directly with the candidate/vendor to get this information.

**Click here to ask the CAI Account Manager for additional information.**

**Enter your request here and click Send**

**Request Additional Information**

**Candidate Information**

Name: Sally Candidate Sys. Candidate ID: 22687

[ Back To Candidate Detail ]

**Send the following message to vendor for additional information:**

Subject: Information Request

\*Body:

**Send**

**Requirement Details And Candidate**

**Skill**

VB.net  
SQL Server  
SQL Server 2008  
Experience with transportation projects

**Global Candidate Requirements**

No global requirements found.

**Compliance Items**

This section contains tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process.

Group Name	Item	Due	Owner	Global	Status	Attch.	Details
Global Screening Criteria	Criminal Background Check	Before Engagement	Vendor	Yes	Not Started		[ Details ]

**Questions For Requirement**

No Questions For Requirement Found

**Client Defined Fields**

Candidate Phone Number: 555-555-1212

Round Forwarded (CAI Use Only): 1

Is Candidate a State of Maine Retiree?: No



## Request Interview

The **Request Interview** option should be used to request an interview. Once again, you note the complete interview details in Peopleclick (e.g. over the phone or in person), and the CAI Account Manager will coordinate the scheduling of the interview with the candidate/vendor.

The screenshot shows the 'Request Interview' form in the FullServiceMSP system. The left sidebar contains navigation links: Edit Candidate, Resume/Attachments, Request Information, Request Interview (highlighted), Forward Candidate, Reject Candidate, and Request Engagement. Below these are filters for Candidate Status (Active), Duplicate Status (Possible Dupe), and Deployable Rating (10 - Best). The main content area is titled 'Request Interview' and includes sections for Candidate Information, Candidate Details, Requirement Details And Candidates, Skill, Global Candidate Requirements, Compliance Items, Questions For Requirement, and Client Defined Fields. Annotations with arrows point to the 'Request Interview' link in the sidebar, the 'Send' button, and the 'Enter complete interview details here' text.

**Click [here](#) to request interview with candidate.**

**Enter complete interview details [here](#), click [Send](#), and CAI Account Manager will work with the candidate/vendor.**

**Send**

Group Name	Item	Due	Owner	Global	Status	Attch.	Details
Global Screening Criteria	Criminal Background Check	Before Engagement	Vendor	Yes	Not Started		[ Details ]

Client Defined Fields	Value
Candidate Phone Number:	555-555-1212
Round Forwarded (CAI Use Only):	1
Is Candidate a State of Maine Retiree?:	No



## Reject Candidate

The **Reject Candidate** option enables you to remove a candidate from consideration.

**Reject Candidate**

Requirement Title: DOT - Programmer 1  
Client Name: State of Maine  
Candidate Name: Sally Candidate

**Candidate Information**

Name: Sally Candidate Sys. Candidate ID: 22687  
Sys. Requirement ID: 27840  
Requirement Title: DOT - Programmer 1  
[ Back To Candidate Detail ]

**Reject the candidate for the following reason:**

- ☐ Reject-Duplicate
- ☐ Reject-Inadequate Info
- ☐ Reject-Not Available
- ☐ Reject-Not Qualified
- ☐ Reject-Rate Issue
- ☐ Reject-Req Closed/Filled
- ☐ Reject-Stronger Cand

\*Reason:

Comments:

**Reject**

**Compliance Items**

This section contains tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process.

Group Name	Item	Due	Owner	Global	Status	Attch.	Details
Global Screening Criteria				Yes			
	Criminal Background Check	Before Engagement	Vendor		Not Started		[ Details ]

**Questions For Requirement**

No Questions For Requirement Found

**Client Defined Fields**

Candidate Phone Number: 555-555-1212  
Round Forwarded (CAI Use Only): 1  
Is Candidate a State of Maine Retiree?: No



## Request Engagement

When you have selected a candidate, please use this option to request the engagement. When the CAI Account Manager receives the notification, we will begin the engagement process.

**Request Engagement**

**Candidate Information**

Candidate Name: Sally Candidate Sys. Candidate ID: 22687  
Requirement Title: DOT - Programmer 1 Sys. Requirement ID: 27840

[ Back To Candidate Detail ]

**Details:**

\*Subject: Please engage this candidate...

\*Comments:

**Be sure to include the following information in the Comments field:**

1. Engagement start and end dates
2. When and where the candidate should report for work on the first day
3. Additional information that needs to be conveyed to the candidate (parking, person to report to, etc.)

**When finished providing this info, click Send. The CAI Account Manager will receive the notice and make sure that the vendor/candidate are notified and the on-boarding process is complete.**

**Send**

**Requirement Title:** DOT - Programmer 1  
**Client Name:** State of Maine  
**Candidate Name:** Sally Candidate

**Instructions**

**Click here to request engagement and inform the CAI Account Manager that you have made your decision.**

**Candidate Status:** Active  
**Duplicate Status:** Possible Dupe  
**View Duplicates**

**Candidate Employment Information**

**Candidate Comments**

**Internal Comments**

**Candidate Details**

**Requirement**

**Requirement Details And Candidate**

**Skill**

VB.net  
SQL Server  
SQL Server 2008  
Experience with transportation projects

**Global Candidate Requirements**

No global requirements found.

**Compliance Items**

This section contains tasks that will need to be completed as part of the Candidate Submittal and/or Engagement process.

Group Name	Item	Due	Owner	Global	Status	Attch.	Details
Global Screening Criteria	Criminal Background Check	Before Engagement	Vendor	Yes	Not Started		[ Details ]

**Questions For Requirement**

No Questions For Requirement Found

**Client Defined Fields**

Candidate Phone Number: 555-555-1212  
Round Forwarded (CAI Use Only): 1  
Is Candidate a State of Maine Retiree?: No





# TIMESHEET APPROVAL

Each engaged candidate will be required to enter a weekly timesheet by noon on Monday into Peopleclick. The Hiring Manager or other designated timesheet approver will be required to approve these timesheets by the close of business on Tuesday of each week. This approval indicates the hiring manager has accepted the time entered as being valid and approved for invoicing.

If you are designated as timesheet approver, you will receive email notification from Peopleclick. Within the email, you can click on a link that will take you directly to the timesheet that is pending your approval. You can also access all timesheets pending your approval by navigating through Peopleclick in the following manner.

The screenshot displays the FullServiceMSP web application interface. The top navigation bar includes links for 'My Peopleclick', 'Requirements', 'Candidates', 'Time/Expenses', and 'Admin'. The main content area is divided into several sections:

- My Active Items:** A list of items with counts: My Requirements Pending Approval (2), Active Requirements (1), New Candidates (0), Active Candidates (3), and Engaged Candidates (1).
- Items Pending My Approval or Action:** A list of items with counts: Requirements (0), Engagements (0), Timesheets (1), and Expense Reports (1). A callout box points to the 'Timesheets' link with the text 'Click here to view and approve the timesheet.'
- Quick Search:** Search filters for Candidates and Requirements, both set to 'All Active Candidates - With My User ID'.
- Engagements Expiring in 15-Days:** A bar chart showing no data.



Computer Aid, Inc. **FullServiceMSP**

Use **Quick Search** functionality to locate a specific timesheet.

My Peopleclick Requirements Candidates Time/Expenses Admin

My Timesheets Timesheet Approval Missing Timesheets Expense Approval Invoices

**Quick Search**

Region: All

Status: Submitted

Period End Date: (mm/dd/yy)

From:

To:

☒ search within results

Advanced... Search

**Timesheet Approval Summary**

Candidate	Period End Date	Timesheet Status	Hours	Total	Amdt	Timesheet ID	Vendor	Reports To	CandID	Requirement Title	Invoice ID
<input type="checkbox"/> Suzie Candidate [ View Timesheet ]	06/05/2010	Submitted [ Candidate Time Summary ]	32:00			19131	Computer Aid, Inc.	Maine Hiring1 [ Engaged Candidate Information ]	22632	DOT - Programmer 1	

Record Range (begin/end): 1 - 1 Total Records: 1  
Page 1 Total Pages: 1

Click here to view timesheet specifics.

Approve Checked Timesheets

Click on box next to person's name and click on **Approve Checked Timesheets** to automatically approve timesheet without viewing the actual timesheet.

Click here to view list of timesheets associated with person over the life of the engagement.

Click here to view specific information about the person's engagement.

Computer Aid, Inc. **FullServiceMSP**

My Peopleclick Requirements Candidates Time/Expenses Admin

My Timesheets Timesheet Approval Missing Timesheets Expense Approval Invoices

**View Timesheet** [ View Printable Version ]

< Previous Back to Summary Next > Item 1 of 1

Period (Begin -> End): Sunday, May 30, 2010 -> Saturday, June 05, 2010

Timesheet for:	Suzie Candidate	Client:	State of Maine
Candidate ID:	22632	Reports To:	Maine Hiring1
Requirement ID:	27788	Requirement Title:	DOT - Programmer 1
Cost Center:	17A - DOT	PO:	
GL:			

Timesheet ID: 19131 submitted by Suzie Candidate Status: Submitted (Suzie Candidate) 06/07/2010 11:53 AM

Project	30 Sun	31 Mon	1 Tue	2 Wed	3 Thu	4 Fri	5 Sat	Totals
PROJECT / DO12345 / PROG-LO0001			08:00	08:00	08:00	08:00		32:00
Straight Time								32:00
Total Billable Hours (Day)			08:00	08:00	08:00	08:00		32:00

Comment:

Click here to **Approve** or **Reject** the timesheet.

Approve Reject

Please provide comments in regards to approval or rejection of the timesheet. If rejecting the timesheet, please use this field to let the candidate know what needs to be done to fix it.

If a timesheet is rejected, the candidate has the opportunity to correct and resubmit for approval. This process will continue until the timesheet is approved.

If it is determined that a timesheet was submitted in error after it was approved, an amendment can be done to the timesheet. However, only the CAI Administrator can create an amendment. The amendment will require approval by the hiring manager in the same manner as regular timesheet approval.



# EXPENSE APPROVAL

Like the timesheets, any engagement-related expenses that the State has agreed to reimburse must be approved by the Hiring Manager through Peopleclick.

If you are designated as an expense approver, you will receive email notification from Peopleclick when an expense has been sent to you for approval. Within the email, you may click a link that will take you directly to the expense report that is pending your approval.

You may also access all expense reports that require your approval by navigating through Peopleclick in the following manner.

The screenshot shows the FullServiceMSP dashboard. The 'My Peopleclick' tab is selected. The 'Items Pending My Approval or Action' section is highlighted, showing a list of items: Requirements (0), Engagements (0), Timesheets (1), and Expense Reports (1). A callout box points to the 'Expense Reports' link with the text 'Click here to view and approve expense report.'

The screenshot shows the FullServiceMSP dashboard with the 'Expense Report Summary' table. The table has columns for Candidate, CandID, Vendor, Expense Report, Timesheet, Period End Date, PA, S, VA, CA, R, Report Amount, Amount Approved, Date Submitted, and Expense Period. A callout box points to the 'Quick Search' functionality with the text 'Use Quick Search functionality to locate a specific expense report.' Another callout box points to the 'Expense Report Summary' table with the text 'Click here to view all expense reports submitted by a specific candidate.'

Candidate	CandID	Vendor	Expense Report	Timesheet	Period End Date	PA	S	VA	CA	R	Report Amount	Amount Approved	Date Submitted	Expense Period
Azzie Candidate 22632		Computer Aid, Inc.	Travel expenses	06/05/2010	1	1	0	0	0	0	\$50.00 USD	\$0.00 USD	06/07/2010	06/05/2010 06/05/2010



My PeopleclickRequirementsCandidatesTime/ExpensesAdmin

My TimesheetsTimesheet ApprovalMissing TimesheetsExpense ApprovalInvoices

Engagement Detail

Instructions: Default expense report message

Expense

Click here to Approve All or Reject All expenses associated with this report (if there are multiple entries).

Candidate Name: Suzie Candidate  
Expense Report ID: 1197  
Expense Report Name: Travel expenses  
Period (Begin -> End): Sunday, May 30, 2010 -> Saturday, June 05, 2010

Approve All

Reject All

Action	Status	Date	Title	Project	Type	Reason	Amount
<div>Approve</div> <div>Reject</div>	Submitted	06/05/2010 12:00 AM	Mileage	PROJECT \ D012345 \ PROG-L00001	Mileage	Mileage	\$50.00 USD

Expense Report Comment:  

Expense Report Comment History

[ Engagement Detail ] [ Expense Approval Summary ]

Current Attachments

File Type	Description	File Name	Created Date
Expense	Sally Candidate Expense Doc	<a href="#">Sample Expense Doc.doc</a>	06/09/2010 02:12 PM

[Previous][Next]  
Record Range (begin/end): 1-1 Total Records: 1

If there are multiple lines on an expense report, you have the option to Approve or Reject each individual line, rather than the entire report.

Click here to view information about expense.

Click here to view all comments associated with this report.

Click here to Approve or Reject the report or Cancel if you would like to come back to the report later.

Click here to view attachments associated with report. Please note: Candidate must attach receipts to submittal if it's an expense that

To approve or reject the expense report, select the appropriate radio buttons and click the approve/reject button.

Approve/Reject

Cancel

Expenses should only be approved if they have provided complete information, and have attached receipts for all expenses requiring such documentation. If you are not sure which expenses should include receipts, please feel free to contact your CAI Account Manager.

If you reject the expense report, the candidate will need to resubmit. If you discover an error on the expense report after you have already approved it, please contact the CAI Account Manager or the CAI-managed help desk. The CAI team will ensure that it is corrected.



# ENGAGEMENT EVALUATIONS

For each engaged candidate, the Hiring Manager will receive an email request to complete an engagement evaluation form. Evaluation requests will be made after first 30 days, 6 months, and 1 year. The evaluations are not required but highly recommended as they will be available for future reference.

To complete the evaluation, simply click on the link within the evaluation email notification that is sent to you via Peopleclick.

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The Right Staff, the Right Skills, Right Now.

My Peopleclick | Requirements | **Candidates** | Time/Expenses | Admin

Back to Evaluation Summary

Name: Suzie Candidate      System ID: 22632  
Start Date: 06/01/2010      Vendor Name: Computer Aid, Inc.  
Evaluation Date: 07/01/2010 12:00 AM (Evaluation 1)

Evaluation Criteria	Rating
Candidate/Client Relationship Attitude towards work and job, ability to work without direction, effectiveness when working with others, ability to communicate in an effective manner, professional appearance, professional personality.	5 - Outstanding
Productivity Ability to finish assigned work on time, ability to work on multiple assignments, ability to plan and maintain workload.	4 - Above Average
Quality of work Accuracy of work completed, thorough at following, through, effectiveness of work produced, quality of work when completed.	4 - Above Average
Technical capability Knowledge of requirements and standards, knowledge of required technical disciplines.	4 - Above Average
Overall performance Overall performance.	4 - Above Average
Total Average:	

Final Comments  
Suzie has been doing a wonderful job.

Click **Submit** to complete the evaluation.  
Click **Save as Draft** if you would like to come back to it at a later date.

Enter additional comments about the candidate.

[ Back to Evaluation Summary ]



## GETTING HELP

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You are now ready to begin using Peopleclick to fill all your IT Staff Augmentation requirements. Should you need assistance, please contact CAI's IT Staff Augmentation Help Desk at [Maine\\_Help@compaid.com](mailto:Maine_Help@compaid.com) or 1-800-635-5138.